Memorandum

Date: November 22, 2005

To: Department Directors

From: Jennifer Glazer-Moon, Director
Office of Strategic Business Management

Subject: FY 2006-07 Proposed Capital Multi-Year Resource Allocation Plan

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It is time again for your department to prepare its capital budget submission for inclusion in the FY 2006-07 Proposed Capital Multi-Year Resource Allocation Plan (Capital Budget). The Capital Budget will be the County's capital policy and spending plan for FY 2006-07 and will serve as the multi-year planning document for capital program financing, planning, and development. It will provide the public with information through the capital sections of the Proposed Budget and budget ordinances to be considered by the Board of County Commissioners (BCC) at the budget hearings in September 2006. As with prior year submissions, your department's Capital Budget should be consistent with any current strategic capital improvement plans and should be developed hand-in-hand with the Transportation Improvement Plan (TIP), the Comprehensive Development Master Plan, the People's Transportation Plan Pro-Forma, or the Community Development Block Grant Work Plan, if applicable. The Capital Improvement Element of the Comprehensive Development Master Plan will be updated with information from the FY 2006-07 Capital Budget. Your capital budget submission should also be consistent with your department's business plans and strategies for performance and service delivery.

As in prior years, we are attempting to decompress the budget preparation workload by scheduling the development of the Capital Budget ahead of the operating budget. It makes for an earlier start of the process and allows for more orderly and thoughtful budget analysis and development. **Accordingly, your capital budget submission must be completed by Friday, January 13, 2006.** It is essential to the process that each department adheres to the schedule for submitting their budget. If there is a problem, you should call me directly.

It remains critical that the budget information accurately reflects estimates for current year expenses and milestones (e.g., start dates or completion dates) and accurately projects information for next year's budget and for longer-range capital plans. Accuracy is especially important as it relates to projects funded by Capital Outlay Reserve (COR), gas tax, and Quality Neighborhoods Improvement Program (QNIP) funds, as these funds are available for appropriation to different departments and should not be tied up in projects that are delayed.

Please ensure that your schedule of projects in the *Building Better Communities (BBC) General Obligation Bond Program* matches the schedule that the Office of Capital Improvements (OCI) coordinates.

We will not be continuing Capital Working Fund into FY 2006-07. Departments should continue to anticipate this charge in FY 2005-06 as part of their carryover calculations.

We will continue to use the Capital Development Program (CDP) to collect all capital project information (both funded and unfunded). This web-based application continues to be available on the County's intranet. It allows you to navigate freely and easily through the various menu options and minimize data entry requirements. Departments can access their capital budget information from any networked County computer or a computer connected to the County's remote access services (RAS). The CDP is

now ready for use (accessed via http://intra.co.miami-dade.fl.us/cdpweb). **The CDP has not changed substantially from last year's budget cycle.** We have streamlined a few input points.

All departments must use the CDP to prepare their capital budget submissions, underline especially those departments requesting funding from COR. Instructions for using the CDP are included online and are attached to this memo. Departments experiencing problems accessing the application or other technical problems should contact Danny Alfonso at (305) 375-5143. All other questions regarding your capital budget should be directed to your budget analyst.

The CDP will continue to capture all pertinent information including specific worksite locations associated with projects. While it is understandable that some of these worksite locations will be classified as "to be determined", as in the current year, the CDPWEB will continue to require actual worksites before contracts or work orders are approved by the Office of Strategic Business Management (OSBM) and the Office of Capital Improvements Construction Coordination (CICC).

Please make your administrative staff aware of the CDP training that will be offered on Thursday, December 1, 2005 at 11 am in the OSBM back conference room on the 22nd floor of the Stephen P. Clark Center. This training is unnecessary if your staff has used the CDP in previous years. **The system has changed in only a few small ways that are all self-explanatory in the system. I would encourage your staff to attend only if they have not used the system in previous years.**

Paper copies of work done on the CDP need not be submitted to OSBM. Confirmation by email should be sent to your budget analyst and the Capital Budget Coordinator (Chris Rose), when your capital budget submission is completed and ready for review by OSBM. The email should either be sent by the Department Director or should copy the Department Director.

Departments must include information regarding additional operating costs and start-up costs (including information technology-related components) for each funded and unfunded project. We will continue to work with the Office of the Chief Information Officer (CIO) when analyzing technology projects.

Departments are encouraged to submit requests for funding from the COR. I urge you not to make a COR request if other funding sources are available. **If you feel a project warrants COR funding, and the project will be initiated during FY 2006-07, it should be included in the underline funded portion of your capital budget submission.** We will review each request, and, to the extent funding is available, priority projects will be included in the FY 2006-07 Capital Budget. If the project is not funded, it will be moved to the unfunded portion of your submission. As you prepare your COR requests, be as specific as possible in defining your projects and try to relate the project to your department's strategies for delivering services. Describe how the project, if funded, will enhance performance and the furtherance of strategic departmental goals.

Those departments that have projects that are currently funded through the COR should include a status report on each project with its submission in the "Justification/Comments" section of that project. The status report should include a timeline indicating important dates and milestones, the status of the project, and the steps being taken to ensure the project is completed on schedule, or the reasons why a project was not completed as initially planned. For all COR requests, departments are required to provide additional information including justification for funding (critical need, health or safety, service improvement, etc.), basis of estimates (prepared by the Enterprise Technology Services Department, the General Services Administration, or a prospective vendor), period of time any unfunded need has existed, ramifications of not funding the COR request, and any other supportive information that will assist OSBM in reviewing your request. Space is provided in the CDP to capture this information in the "Justification/Comments" section of each project.

As you prepare your capital budget submission, please be aware of the following issues:

- All information in the CDP will be shared with the Office of the Commission Auditor throughout the process. His office may have additional questions or requests for you or your staff based on the information contained therein.
- Expenditures in the current year capital budget should not be overestimated. Anticipated expenditure levels should be projected realistically. Many departments have traditionally been optimistic regarding expenditures. Please be realistic with each project. Revenues should match the years that the funds were/will be appropriated; expenditures should match the years that the funds were/will be expended.
- Anticipated project cash carryover should be realistic and based on a review of actual prior year expenditure and carryover levels. Such a review should help reveal any unrealistic forecasting. Please be prepared to substantiate your estimates of cash carryover into FY 2006-07 as well as anticipated FY 2005-06 and FY 2006-07 project expenditure levels.
- The time value of money should be addressed in a consistent fashion and the method for doing so is included in the instructions.
- Complete information should be provided for all capital projects including, but not limited to, designating the County Commission District(s) and Community Council District(s) in which projects are located, the County Commission District(s) that the projects will serve, project completion dates, the strategic area, and reasonable estimates of operating impacts of planned capital projects.

Each department should be prepared to discuss its capital budget submission during your Resource Allocation Meeting. Certain reports (F-1, F-2, F-3, F-4, F-5, UF-1, UF-2, and UF-3) will be used for discussion. Discussion will be held regarding the status of current projects funded from the COR and Community Development Block Grant projects.

My staff and I appreciate your assistance in developing a thorough and well-reasoned capital program and resource allocation plan. I welcome your comments and suggestions on our process and the web based application. We look forward to working with you and your respective staffs.

Attachment

cc: Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
        Honorable Harvey Ruvin, Clerk of Courts
        Honorable Katherine Fernandez-Rundle, State Attorney
        Honorable Bennett Brummer, Public Defender
        George M. Burgess, County Manager
        Murray A. Greenberg, County Attorney
        Marvin O'Quinn, President, Public Health Trust
        Charles Anderson, Commission Auditor
        Assistant County Managers
        Budget Analyst Staff

JGM01306

INSTRUCTIONS FOR PREPARING THE

FY 2006-07 CAPITAL MULTI-YEAR RESOURCE ALLOCATION PLAN

November 2005

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SECTION I. - INTRODUCTION

The FY 2006-07 Proposed Capital Multi-Year Resource Allocation Plan (the Capital Budget) is a component of the Proposed Resource Allocation Plan, which, will be released between in early June 2006. In order to allow sufficient time for review (and to not interfere with operating budget submissions), department capital budget submissions are due to the Office of Strategic Business Management (OSBM) no later than Friday, January 13, 2006. All County departments responsible for (or sponsoring) capital projects that will occur between October 1, 2006 and September 30, 2012 must submit a capital budget as detailed in this manual.

Departments are not required to submit paper copies of their capital budget submissions to OSBM. Instead, indicate that your capital budget is complete by sending an email stating such to your budget analyst and the Capital Budget Coordinator (Chris Rose). This email will mean that your submission is complete and ready for review by OSBM. After you have submitted your capital budget, you should work with your budget analyst and make sure he or she is aware of any changes made after submission.

The Capital Development Program (CDP) is a web-based application and available on the County's intranet. It allows you to navigate freely and easily through the various menu options. Using the menu-driven CDP, you can enter and edit project information and produce the required reports. You can scroll through the options and make your selections online. Each user will create his or her password when accessing the CDP for the first time. Users will only have access to their department's information. Project numbers are assigned automatically; therefore, manual assignment is not required.

All departments must use the CDP to prepare their FY 2006-07 capital budget submissions.

The capital database will begin with those projects reflected in the approved FY 2005-06 Capital Budget and Multi-year Capital Plan. Review each project and update accordingly. **Any projects that were new in FY 2005-06 will now be marked continuing and those that were deleted will be removed from the system entirely.**

Those projects that will not appear in the FY 2006-07 Proposed Capital Multi--Year Resource Allocation Plan should be properly noted as completed or marked for deletion. A project should be marked as completed only if it is complete or expected to be complete by September 30, 2006. All other projects should be noted as deleted with a note indicating the reason for deletion.

Estimated recurring costs and start-up costs information is required for completed projects as well as those projects (funded and unfunded) that will be

included in your capital budget submission. You must also indicate that portion of recurring and start-up costs that is information technology-related; this information will be provided to the Chief Information Officer, Judy Zito.

It is imperative that capital project information be complete, accurate, and realistic. This information includes, but is not limited to, designating the County Commission District(s) and Community Council District(s) in which projects are located, thoughtful estimates of operating impacts of planned capital projects (funded and unfunded), and estimated project completion dates.

Include as much information as you can on each project in the "Justification/Comments" section. Any reasons for delay, particular interest by a Commissioner, improvements to operations, performance impacts, milestones accomplished, or other such tangential information should be included here. More information is better than less information.

As you prepare Capital Outlay Reserve (COR) requests, consider performance-based budgeting and try to relate the project to your business plan and department performance measures. You should be able to describe how the project, if funded, will enhance performance or the furtherance of strategic goals. Those departments that have projects funded through the COR are required to include a brief status report on each project with their submissions in the "Justification/Comments" section. This includes a timeline indicating important dates and milestones (land/building acquired, planning/design complete, construction started, project delayed due to funding shortfall, equipment purchased), the stage of the project, (if applicable), and steps being taken to ensure project completion.

Capital projects funded through the Community Development Block Grant (CDBG) program appear in the Office of Community and Economic Development's (OCED) capital budget as well as the department allocated the funding. Departments should work with OCED and your budget analyst to ensure that all discrepancies are resolved.

The Capital Budget will be the County's capital policy and spending plan for FY 2006-07, and will serve as the multi-year planning document for capital program financing, planning, and development. It will provide the public with information through the capital sections of the Proposed Budget and budget ordinances to be considered by the Board of County Commissioners (BCC) at the budget hearings in September, 2006. As with prior year submissions, your department's Capital Budget should be consistent with any current strategic capital improvement plans and should be developed hand-in-hand with the Transportation Improvement Plan (TIP), the Comprehensive Development Master Plan, the People's Transportation Plan Pro-Forma, or the Community Development Block Grant Work Plan, if applicable. The Capital Improvement Element of the Comprehensive Development Master Plan will be updated with

information from the FY 2006-07 Capital Budget. Your capital budget submission should also be consistent with your department's business plans and strategies for performance and service delivery.

Historically, departments have underestimated carryover into the first year of their Capital Budgets. By definition, prior years revenue minus prior years expenditure equals carryover. Before submitting your capital budget, calculate this value. A review of actual prior year-by-year carryover should reveal any unrealistic forecasting. Be prepared to substantiate your estimates of cash carryover into FY 2006-07 as well as anticipated FY 2005-06 and FY 2006-07 project expenditure levels.

As we have done in previous years, we are attempting to address in a consistent fashion the time value of money. Please use the following guidelines when budgeting revenues and expenditures are subject to inflation. For new expenditure commitments, (e.g., construction, contract bid awards), assume five percent inflation from the current year (FY 2005-06) to the next (FY 2006-07). Express new commitments subsequent to FY 2006-07 in FY 2006-07 constant dollars. Remember, total project cost must include estimates for the following: Capital Working Fund Charges, Art in Public Places, the Inspector General fee, and General Services Administration (GSA) project management fees.

SECTION II. – CHANGES TO THE CDP FROM THE PREVIOUS YEAR

Only five small changes have been made to the system from the previous year. All are intended to either make the system easier to use or to make certain information easier to extract from the system.

1. In addition to which Commission District in which a project is located, we are also requesting which Commission District(s) is/are served by a particular project. Each department will know this information best. Do not over-reach the number of Commission Districts served. Please be as realistic as possible under normal circumstances.
2. The method for collecting District(s) located and District(s) served has changed to check boxes.
3. The estimated cost of each unfunded project has been added to the Unfunded Projects Priority Verification Report to allow for easier viewing of totals.
4. We will be requesting slightly less extraneous information, such as the "Strategic Theme" (such as "Improve the quality of life for all County residents") and the "Service Area" ("People", "Service", "Technology", etc.).
5. Just as in the operating budget submissions, we will be requesting the desired outcomes that each capital project meets.

SECTION III. – GETTING STARTED

The link to access the CDP has been emailed to all capital budget liaisons. You will be able to access the CDP if you have provided OSBM with a user name.

We will again be deleting all users from the system and re-inputting them as they are requested by the user departments. Please email your list of users to your budget analyst. Please include the name of the person, the username, the password, and which department in the email. You may include multiple users in one email.

If you have a technical question or problem, contact Danny Alfonso at (305) 375-5143.   All other inquiries should be directed to your budget analyst.

In order to view the entire page without having to scroll across, up or down, you may need to adjust your monitor settings. Do the following to adjust the settings:

- Right click on any empty space on your desktop and select "Properties" from the submenu.
- On the "Display Properties" screen, click the "Settings" tab (far right at the top).
- Adjust the "Screen Resolution" to 1024 by 768 pixels.
- Click OK. The screen may flicker for a moment.
- Reverse this procedure to adjust your monitor settings to their original state.

SECTION IV. - DEFINITIONS

Capital Project: A project which results in the acquisition or addition of permanent fixed assets such as land, buildings, public infrastructure, building improvements, and equipment. The project should be at least $5,000 and have a usable life of at least 5 years.

Funded Project: A capital project for which funding has been identified and for which some activity is expected between October 1, 2006 and September 30, 2012. Proprietary departments that periodically issue revenue bonds and have revenue streams sufficient to cover future debt obligations should assume future revenue bond projects are funded. Departments that can realistically anticipate continued grant funding should do so and program future year grant revenues for funded projects.

Capital Outlay Reserve (COR) Request: A request for funding from the COR for a capital project. The COR is an annual set-aside partially funded from the General Fund operating budget used to fund needed, capital improvement projects. **Funding requests should be for FY 2006-07 and should be included as a funded project.** Approved COR funding requests will be included in the Capital Budget as funded projects. Certain disapproved requests may be included in the Capital Budget as unfunded projects.

Unfunded Project: A capital project for which no funding has been identified.

New Project: A capital project that is not in the current year (FY 2005-06) Capital Budget.

SECTION V. – FUNDED PROJECTS

The **Funded Project/COR Request** screen, allows you to add a new project, or update or delete an existing project. The fields included in this screen are as follows:

1. ***Project*** – The project name must be all CAPITAL LETTERS. The project number, which appears before the project name, is automatically assigned by the system.

2. ***Chg Proj Name*** – Check this box if you want to change the name of the project. You will be prompted to enter a new name.

3. ***Description*** – Describe the size, scope, and use of the project. It must begin with a verb, i.e., Construct, Design, Add, Waterproof, Replace, Modify, Expand, Provide, etc. You may extend the description with phrases separated by semicolons, beginning with verbs. Describe all years' activities, not just FY 2006-07. This field is limited to 255 characters. **Do not put a period at the end of the description. The description is not a sentence or a paragraph; it is a phrase or series of phrases.**

4. ***Location*** - Physical location of the project: use these abbreviations, as applicable: NW, SW, Ave, St, Blvd, Ln, Ct, US1, etc. **(do not use periods in the abbreviations)**. If a specific street address is not available, provide as specific a location as possible, (e.g., a boundary – North, South, East and West; the beaches from 41 St to 79 St; Vicinity of Tamiami Airport, Port of Miami, Miami International Airport, etc.).

5. ***Project Type*** – Select one of the following project types relative to FY 2006-07:
    a. Equipment Acquisition
    b. Expansion
    c. Improvement
    d. Land/Building Acquisition
    e. New
    f. Other
    g. Renovation
    h. Replacement

6.	***Strategic Area*** – Indicate how the project fits into your department's business plan by selecting one of the following strategic areas.

    a.	Policy Formulation
    b.	Public Safety
    c.	Transportation
    d.	Recreation and Culture
    e.	Neighborhood and Unincorporated Area Municipal Services
    f.	Health and Human Services
    g.	Economic Development
    h.	Enabling Strategies – Budget and Finance
    i.	Enabling Strategies – Government Operations

7.	***Function*** – Use the most accurate and descriptive function available. Project will be grouped by function in the expenditure summary, which appears at the bottom of your department's narrative section. If you need to add a function, contact your budget analyst.

8.	***Est. Start Date*** – Enter the date the project started or is expected to start.

9.	***Est. Completion Date*** – Enter the date the project was completed or is expected to be complete.

10.	***Status*** – Select the stage the project will be in during FY 2006-07.
    a.	Acquisition
    b.	Construction
    c.	Equipment
    d.	Land/Building Acquisition
    e.	Other
    f.	 Planning/Design

11.	***Location Code*** – This is the general location of the project. It may be a municipality in which a project is located (City of Miami), an area (Unincorporated Miami-Dade), or a departmental-defined operational area (Public Housing Region 1). If the project is located in more than one municipality or area, but not the entire County, use "Various Sites". If the project is located in most or all areas of the County, use "Throughout Miami-Dade". If the location of the project hasn't been determined, select "To Be Determined". Use "Not Applicable" as necessary.

12. ***Commission District Located*** – Select the district(s) where the project is located. If the project is truly in all districts, then select CW. If it is throughout the entire UMSA area, select UM. If it is throughout the Fire System, select FR. If it is throughout the Library System, select LB. If it is Systemwide (as in the case of the Water and Sewer Service System), select SW. If the location of the project hasn't been determined, select "To Be Determined".

13. ***Commission District Served*** – Select the district(s) that will be served by the project. If the project is truly in all districts, then select CW. If it is throughout the entire UMSA area, select UM. If it is throughout the Fire System, select FR. If it is throughout the Library System, select LB. If it is Systemwide (as in the case of the Water and Sewer Service System), select SW. If the location of the project hasn't been determined, select "To Be Determined".

14. ***Community Council*** – Designate Community Council only if the project is located in Unincorporated Miami-Dade. Otherwise, select "Not Applicable".

15. ***Active/Future*** – Select "A" if the project will have expenditures in FY 2006-07. Otherwise, select "F".

16. ***CIE Info*** – This information is required for the Capital Improvement Element (CIE), which is a component of the Comprehensive Development Master Plan. Departments included in the CIE are Aviation, Transit, Public Works, Seaport, Park and Recreation, the Department of Environmental Resources Management (DERM), Water and Sewer, and Solid Waste. Select one of the following:
    a. Combined/Other
    b. Existing Deficiency
    c. Future Growth
    d. Not-Applicable (for all other departments not mentioned above)

17. ***Taxing Jurisdiction*** – Select the appropriate funding source for the project.
    a. Countywide
    b. Fire Rescue District
    c. Library District
    d. Proprietary
    e. Special Assessment
    f. UMSA (Unincorporated Municipal Service Area)

18. ***Mark Project for Deletion*** – Check this box if the project is being deleted for reason(s) other than being completed. The project will

not appear in the Funded Project Report or your capital budget submission if this box is checked.

19. ***Project Completed*** – Check this box if the project is complete or expected to be complete by September 30, 2006. The project will not appear in the Funded Project Report or your capital budget submission if this box is checked.

20. ***PTP Project*** – Check this box if the project is part of the People's Transportation Plan.

21. ***TIP Project*** – Check this box if the project is part of the Transportation Improvement Plan.

22. ***BBCGOB Project*** – Check this box if the project part of the *Building Better Communities General Obligation Bond Program*.

23. ***Justification/Comments*** – Use this field to indicate the reason a project is being deleted and for all other comments.

~NEXT SCREEN~

24. ***2004-05 Actual Expenditures*** – Enter the actual project expenditures incurred from October 1, 2004 through September 30, 2005 as reflected in FAMIS. All dollars are in thousands.

25. ***2005-06 Actual Expenditures (Oct 2005 – Dec 2005)*** – Enter the actual project expenditures incurred during the first quarter of FY 2005-06 (from October 1, 2005 through December 31, 2005), as reflected in FAMIS. All dollars are in thousands.

26. ***IT Project*** – Check this box if the project is 100 percent information technology-related, i.e., acquisition of computer hardware or software, etc.

27. ***IT Major Component*** – Check this box if a component of the project is information technology-related. For example, a building is being constructed which includes the installation of a network and related components.

28. ***Number of Additional FTEs*** (full time equivalents) – Enter the number of personnel to be added as a result of the project (convert part-time personnel to FTEs).

29. ***Start-up Costs*** – Enter the estimated dollar amount of one-time (non-recurring) costs, i.e., moving costs, set-up costs, etc. All dollars are in thousands.

30. ***Annual Cost of Additional FTEs*** – Enter the salaries/fringes of the additional FTEs. All dollars are in thousands.

31. ***Other Annual Operating Costs*** – Enter the estimated dollar amount of on-going (recurring) operating costs, excluding personnel related costs. All dollars are in thousands.

32. ***Gross Annual Operating Costs*** – The system will automatically calculate this amount. It is the sum of the "Annual Costs of Additional FTEs" and "Other Annual Operating Costs".

33. The same information is required (Nos. 26 through 30) if the project has a technology component or is 100 percent technology-related. If the project is 100 percent technology-related the information from Nos. 26 through 30 will automatically be filled in for you.

The **Funded Project/COR Request** screen has a number of options (buttons) to choose from. They are:

1. **Next Screen** – Takes you to page 2 of the Funded Project/COR Request screen.

2. **Previous Screen** – Takes you to page 1 of the Funded Project/COR Request screen.

3. **Print** – Prints the page in view.

4. **Save/Update** – Saves any changes you have made and updates the database. **YOU MUST PRESS SAVE/UPDATE WHENEVER YOU MAKE CHANGES TO A RECORD; IF YOU EXIT WITHOUT DOING SO, YOUR CHANGES WILL BE LOST.**

5. **Add Record** – this button appears if you are adding a new record. **YOU MUST PRESS ADD RECORD WHEN ENTERING A RECORD FOR THE FIRST TIME. IF YOU EXIT WITHOUT DOING SO, THE RECORD WILL NOT BE ADDED TO THE DATABASE.**

6. **Add New Funded Project** – To add a new funded project not in the database.

7. **Cancel/Exit** – Cancels any changes you've made (if you have not pressed the Save/Update button) and exits to the Main Page.

8. **Revenues** – To add, modify, or delete revenues.

9. **Expenditures** – To add, modify, or delete expenditures.

10. **Donations** – To add, modify, or delete donations.

11. **Project Totals** – To verify that total revenues and expenditures are equal, always check your Project Totals whenever you add, modify, or delete revenues, or expenditures.

Adding, Modifying or Deleting Revenues, Expenditures and Donations

Revenues, expenditures and donations may have occurred or will occur for a project in prior years and FY 2006-07 through FY 2011-12 and beyond. The revenue, expenditure and donation screens include the project name and number, as well as the project description fields. The other fields are:

1. **Revenue Category, Expenditure Category or Donation Category** – Make the appropriate selection. If a category does not exist (for instance, a new grant), contact your Budget analyst. To select a category, do one of the following:
   a. Type the first letter of the revenue, expenditure or donation category in the selection box;
   b. Press the down arrow in the selection box;
   c. Click anywhere in the selection box;
   d. With the mouse pointed in the selection box, press the down arrow on your keyboard.

2. **Prior** – Include all years actual revenues, expenditures, or donations through FY 2005-06. It is the sum of all actual revenues, expenditures or donations from the beginning of the project through September 30, 2005 plus actual revenues, expenditures or donations from October 1, 2005 through December 31, 2005 plus projected revenues, expenditures or donations from January 1, 2006 through September 30, 2006.

   Stated another way, it is all years' actual revenues, expenditures or donations through December 31, 2005 plus projected revenues, expenditures or donations from January 1, 2006 through September 30, 2006. All dollars should be entered in thousands.

3. **2006-07 through Future** – For each year enter the appropriate revenue, expenditure, or donation amount. All dollars should be entered in thousands.

4. **Current Year Projection (2005-06)** – Enter the amount of revenue, expenditure, or donation allocated in FY 2005-06 only. This amount is not included in the total project amount because it is already included in the "Prior" field (No. 2 above). All dollars should be entered in thousands.

5. **Total** – This amount is automatically calculated by the system and is the sum of Prior plus FY 2006-07 through FY 2011-12 plus Future. The Current Year Projection (2005-06) is not included in the total.

Note: Always check your project totals whenever you add, modify, or delete revenues or expenditures.

The Project Revenues, Project Expenditures or Project Donations Screen has a number of options (buttons) to choose from. They are:

1. **Prev** – Takes you to the previous revenue, expenditure, or donation for the project.

2. **Next** – Takes you to the next revenue, expenditure, or donation for the project.

3. **Add New Revenue, Add New Expenditure, Add New Donation** – Allows you to add a new revenue, expenditure, or donation.

4. **Save/Update** – Saves your changes and updates the database. **YOU MUST PRESS SAVE/UPDATE WHENEVER YOU ADD A NEW CATEGORY OR MAKE CHANGES TO AN EXISTING CATEGORY. IF YOU EXIT WITHOUT DOING SO, YOUR CHANGES WILL BE LOST.**

SECTION VI. – UNFUNDED PROJECTS

The **Unfunded Project** screen, allows you to add a new project, or update or delete an existing project. The fields included in this screen are as follows:

1. ***Project*** – The project name must be all CAPITAL LETTERS. The project number, which appears before the project name, is automatically assigned by the system.

2. ***Chg Proj Name*** – Check this box if you want to change the name of the project. You will be prompted to enter a new name.

3. *Description* – Describe the size, scope, and use of the project. It must begin with a verb, i.e., Construct, Design, Add, Waterproof, Replace, Modify, Expand, Provide, etc. You may extend the description with phrases separated by semicolons, beginning with verbs. Describe all years' activities, not just FY 2006-07. This field is limited to 255 characters. **Do not put a period at the end of the description. The description is not a sentence or a paragraph; it is a phrase or series of phrases.**

4. ***Location*** - Physical location of the project: use these abbreviations, as applicable: NW, SW, Ave, St, Blvd, Ln, Ct, US1, etc. If a specific street address is not available, provide as specific a location as possible, (e.g., a boundary – North, South, East and West; the beaches from 41 St to 79 St; Vicinity of Tamiami Airport, Port of Miami, Miami International Airport, etc.) Do not use periods.

5. ***Project Priority*** – click on "Resort Priorities" to enter a screen in which the priorities of all of your department's unfunded projects can be re-prioritized.

    a. change the number in the box to the right of each project
    b. click "update"
    c. the project will automatically re-prioritize based on the one project changed

6. ***Project Type*** – Select one of the following project types relative to FY 2006-07:

    a. Equipment Acquisition
    b. Expansion
    c. Improvement
    d. Land/Building Acquisition
    e. New
    f. Other

g. Renovation
h. Replacement

7. ***CIE Info*** – This information is required for the Capital Improvement
    Element (CIE), which is a component of the Comprehensive
    Development Master Plan. Departments included in the CIE are
    Aviation, Transit, Public Works, Seaport, Park and Recreation,
    DERM, Water and Sewer, and Solid Waste. Select one of the
    following:
    a. Combined/Other
    b. Existing Deficiency
    c. Future Growth
    d. Not-Applicable (for all other departments not mentioned
        above)

8. ***Taxing Jurisdiction*** – Select the appropriate funding source for
    the project.
    a. Countywide
    b. Fire Rescue District
    c. Library District
    d. Proprietary
    e. Special Assessment
    f.   UMSA (Unincorporated Municipal Service Area)

9. ***Location Code*** – This is the general location of the project. It may
    be a municipality in which a project is located (City of Miami), an
    area (Unincorporated Miami-Dade), or a departmental-defined
    operational area (Public Housing Region 1). If the project is located
    in more than one municipality or area, but not the entire County,
    use "Various Sites". If the project is located in most or all areas of
    the County, use "Throughout Miami-Dade". If the location of the
    project hasn't been determined, select "To Be Determined". Use
    "Not Applicable" as necessary.

10. ***Community Council*** – Designate Community Council only if the
    project is located in Unincorporated Miami-Dade. Otherwise, select
    "Not Applicable".

11. ***Commission District Located*** – Select the district(s) where the
    project is located. If the project is truly in all districts, then select
    CW. If it is throughout the entire UMSA area, select UM. If it is
    throughout the Fire System, select FR. If it is throughout the
    Library System, select LB. If it is Systemwide (as in the case of the
    Water and Sewer Service System), select SW. If the location of the
    project hasn't been determined, select "To Be Determined".

12. ***Commission District Served*** – Select the district(s) that will be served by the project. If the project is truly in all districts, then select CW. If it is throughout the entire UMSA area, select UM. If it is throughout the Fire System, select FR. If it is throughout the Library System, select LB. If it is Systemwide (as in the case of the Water and Sewer Service System), select SW. If the location of the project hasn't been determined, select "To Be Determined".

13. ***Building Type*** – Select the appropriate building type or N/A.
    a. Office
    b. Other
    c. Warehouse
    d. N/A

14. ***Project Occupancy Level*** – Enter the expected occupancy level. If you selected Other, Warehouse or N/A for the Building Type, the system will fill this field with a zero.

15. ***Size of Building in Square Feet*** – Enter the estimated square footage of the proposed building. If you selected "Other" or "N/A" for the Building Type, the system will fill this field with a zero.

16. ***Size of Site in Acres*** – Enter the acreage required, if known.

17. ***Mark Project for Deletion*** – Check this box if the project will not appear in your FY 2006-07 capital budget submission.

18. ***Reason for Deletion*** – Use this box to indicate the reason a project is being deleted and for all other comments. If the "Mark Project for Deletion " box is checked, you must enter the reason the project is being deleted from your FY 2006-07 capital budget submission.

19. ***Estimated Project Cost*** – Estimated cost of the proposed project. Adjust for inflation, as appropriate.

20. ***IT Project*** – Check this box if the project is 100 percent information technology-related, i.e., acquisition of computer hardware or software, etc.

21. ***IT Major Component*** – Check this box if a component of the project is information technology-related. For example, a building is being constructed which includes the installation of a network and related components.

22.   ***Number of Additional FTEs*** (full time equivalents) – Enter the number of personnel to be added as a result of the project (convert part-time personnel to FTEs).

23.   ***Start-up Costs*** – Enter the estimated dollar amount of one-time (non-recurring) costs, i.e., moving costs, set-up costs, etc. All dollars are in thousands.

24.   ***Annual Cost of Additional FTEs*** – Enter the salaries/fringes of the additional FTEs. All dollars are in thousands.

25.   ***Other Annual Operating Costs*** – Enter the estimated dollar amount of on-going (recurring) operating costs, excluding personnel related costs. All dollars are in thousands.

26.   ***Gross Annual Operating Costs*** – The system will automatically calculate this amount. It is the sum of the "Annual Costs of Additional FTEs" and "Other Annual Operating Costs".

27.   The same information is required (Nos. 24 through 26) if the project has a technology component or is 100 percent technology-related. If the project is 100 percent technology-related the information from Nos. 26 through 30 will automatically be filled in for you.

SECTION VII. – REPORTS

The Standard Set – This is a series of reports that gives the most pertinent information. This will save departments from having to print each individual report to make a set.

F-1 Funded High Level Summary– This is a list of every project and their total project cost.

F-2 Funded Revenue Summary – This is a summary of all revenues by funding source.

F-3 Funded Expenditure Summary by Strategic Area - Function – This is a summary of expenditures by function. This is roughly equivalent to the Capital Summary in Volume 1 of the Proposed Resource Allocation Plan.

F-4 Funded Current Year vs. Prior Year Submission – Compares expenditures in the FY 2005-06 Capital Budget with the proposed expenditures in your FY 2006-07 capital budget submission.

F-5 Funded Projects Detail Report - Strategic Area – Prints projects separated by function in alphabetical order. For each project, it includes all revenue sources and expenditure categories and donations.   This is nearly identical to the funded projects printed in Volume 2 of the Proposed Resource Allocation Plan.

F-6 Recurring/Startup Costs Report - Funded Projects – Shows all recurring costs and startup costs associated with each funded project.

F-7 Actual Expenditures Report – This report includes projection amounts from the FY 2003-04 Capital Budget and actual expenditures for FY 2002-03, as reported in your FY 2004-05 capital budget submission.

F-8 Funded Project Status Report (Sorted by Status) – Lists all projects, including deleted projects. It indicates the status for each project.

> **A** - Active - Project is included in the FY 2005-06 Capital Budget and will not be completed by September 30, 2006 and therefore will be included in your FY 2006-07 capital budget submission.
> **C** - Completed – The project is complete or will be complete by September 30, 2006 and will be excluded from you FY 2006-07 capital budget submission.
> **D** – Deleted – The project will be excluded from your FY 2006-07 capital budget submission for reasons other than being complete.

N – New – A funded project not included in the FY 2005-06 Capital Budget that will be included in your FY 2006-07 capital budget submission.

F-9 Funded Project Status Report (Sorted by Project) – Same as the Funded Project Status Report (Sorted by Status) except sorted alphabetically by project.

F-10 Funded Project Exception Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

F-11 Funded Project Function Report– Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

F-12 Funded Project Commission District / Community Council Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

F-13 Funded Project Strategic Area / Service Area Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

F-14 Funded Project Report (Donations)- Strategic Area – This is the same report as the Funded Project Report – Strategic Area, except it includes project donations.

F-15 Funded Project Sites – Shows all sites entered for each project.

UF-1 FY Unfunded Future vs. Current Cost Comparison Report– Compares cost estimates in the FY 2005-06 Capital Budget with the cost estimates in your FY 2006-07 capital budget submission.

UF-2 Unfunded Project Detail Report– All unfunded projects which will appear in your FY 2006-07 capital budget submission.

UF-3 Unfunded Project Status Report (Sorted by Priority) – Lists all unfunded projects, including deleted projects. It indicates the status for each project.

I – Included Again – The project was included in the FY 2005-06 Capital Budget and will again be included in the FY 2006-07 Capital Budget.
D – The project will be excluded from your FY 2006-07 capital budget submission.
N – The project was not included in the FY 2005-06 Capital Budget and will now be included in the FY 2006-07 Capital Budget.

UF-4 Unfunded Projects Priority Verification Report – Offers a quick report to verify priority and estimated costs for all unfunded projects.

UF-5 Recurring/Startup Costs Report - Unfunded Projects – Shows all recurring costs and startup costs associated with each funded project.

UF-6 Unfunded Project Exception Report– Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

UF-7 Unfunded Project Status Report (Sorted by Project) – Same as the Unfunded Project Status Report (Sorted by Priority) except sorted alphabetically by project.

UF-8 Unfunded Project Strategic Area / Service Area Report – Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

UF-9 Unfunded Project Commission District / Community Council Report– Presents all projects and shows empty boxes where information has not been provided. Offers a quick way to check for incomplete information.

SECTION VIII. – NEED HELP?

If you need technical assistance, call Danny Alfonso at (305) 375-5143.   All other inquiries should be directed to your budget analyst at (305) 375-5143.